Logging in To Blackboard

1. Open a browser (Firefox or Safari are recommended) and go to the Kamehameha Schools Blackboard web site at https://blackboard.ksbe.edu

2. Enter your username and password.

For non-KS employees taking H1:

   your Username is: the email address you registered for this course with

   Your Initial Password is: aloha (all lower case). Instructions on page 3 of this handout tell you how to change your password. Do this the first time you enter Blackboard.

   If you are a return KS Blackboard learner, your Password is whatever you changed it to in the past. If you forgot, just use the initial default password - aloha

For KS Employees: Your Blackboard username and Password are the same as your active directory username (your KS email address without the @ksbe.edu) and KS password. Do not change your password in Blackboard.

Click the Login button.

3. After you click the Login button your homepage opens.

   Whenever you are in your course you can click the Classes tab to return to this homepage.

   To enter a course, click its name in the rightmost “My Classes” panel.

   For help, remember, help is just click away. Contact your kumu or ksdl@ksbe.edu
Changing Your Password

Passwords should be secure, hard to guess by others but easy for you to remember. Change your password as soon as you use Blackboard the first time and as needed.

To change your password first access your Personal Information:

1. Click the Personal Information link in the Tools box on the left of your homepage.
2. Click the Personal Information link. The Personal Information page opens.
3. Click the Change Password link.
4. Enter your new password and then verify it by entering it again.
5. Click Submit. A message appears at the top of the page verifying that your password was changed. Important: You can also email your kumu or ksdl@ksbe.edu to have it reset.

IMPORTANT: KS employees can contact the ITS help desk if they need help.

Adding an image (avatar) to your Profile
You can add a photo or “avatar” representing you. Then when you post a Discussion Board message your classmates can see you and get to know you.

1. Take a photo of yourself with your computer camera or phone or whatever you wish. Resize it to about 150 pixels by 150 pixels. (you can use Photo Gallery on a PC or Preview on a Mac to do this. Both are free).
2. Click the triangle next to your name to open the Global Navigation Menu. Click Settings, then Personal Information then Personalize my Settings. Then;
   a. Click the button for Use custom avatar image.
   b. Click Browse My Computer to locate the photo. Double-click its name to upload it.
   c. Click Submit. You won’t see a change until you click back into this window again.
Navigating Your Course

Once you are logged in, you can enter your course by clicking on its link in the My Classes section.

The course opens.

Click a button on the Course Menu to go to a particular section of the course.

Click the Navigation Path links to go to previously visited sections of the course.

Check the Announcements area daily. Your kumu will post important information for you in this location.

Hiding the Course Menu (intentionally or by accident)

- If you click the < button on the right side of the course menu or the chevron at the top it will collapse the menu to give you more reading area. But you now cannot navigate the course.
- Click it again to re-expand the menu.
Sending E-Mail in Blackboard

You can easily send Email from Blackboard to a regular email account. Note: you can send but not receive mail in Blackboard so send replies to their regular email address.

1. Click the **E-mail** button on the Course Menu, then Send Email.

2. Click the **Select Users** link.

3. **Select your recipients** (Users):
   a. Select a recipient by clicking their name once.
   b. Then click the right > button to move that person to the “Selected items” column.
   c. To send it to several people at once, Hold the **Control** key down (**Command** key on the Mac) while you click each of the other names.
   d. **To remove someone**, select them with a single click, and click the < button between the lists of names.

4. **Create your email message:** Enter a Subject for your email and type your Message. Use good netiquette, grammar, a greeting and closure.

5. **To add attachments** to your email, 
   a. click the **Attach a File** link
   b. click the **Browse** button to locate the file on your computer.
   c. double-click the filename to select and attach it at the same time.

6. Click the **Submit** button to send it.
**Discussion Board**

The Discussion Board is a place where you share ideas or answer a question. Unlike individual emails, messages or “posts” in the Discussion Board are grouped by topic and read by everyone in the class. To use the Discussion Board:

1. Click the **Discussion Board** button in the Course Menu.

   A list of available forums will appear. A forum is a topic or issue for discussion.

   Click the blue underlined forum name to see what messages have been posted for that particular Discussion Board topic.

2. **To read a post** click its underlined title and it will open. A **plus** to the left of a post mean there are hidden replies to it. Click the plus to expand and view the Replies.

   Replies are indented under the original post.

**To read several posts easily:**

a. Click the **Expand All** button to display all messages and Replies.

b. **Check the box** next to each message you have not read. Click the box at the top of the list in the gray bar to **select all** messages.

c. **Tip:** Click the **Collect** button and **all the posts will display** so you can scroll through and read them.
3. **To start a new thread** (your answer to the topic question) click on the **Create Thread** button. 
A new page will open.

   a. **Add a subject and a message.** 
      Type your message. Use the formatting tool bar to change the font, color, highlight, copy or paste.

   b. **Tip:** If you cannot see this toolbar click the chevron on the right end.
      
      Click the buttons on the toolbar to insert or link to an image or movie, a web link or document.

   c. **To attach a file,** click the Attach a file link. Click Browse to locate the file on your computer. Select the file by double-clicking its filename.

   d. **To add an image** to your post click the third photo button on the toolbar. Click Browse My Computer and double-click the photo’s filename to upload it.

   e. **Click the Appearance tab** and change Alignment to Left, and resize the dimensions if you wish.

   d. Click the **Submit** button and the message will be posted along with the attachment.

4. **To reply to someone’s post:** 
   Open the post by clicking on it. Type a response, then click the Reply button.

   **Note:** You may or may not be able to remove a message once you’ve posted it so proofread it carefully. If you need to remove your post email your kumu (teacher) for help.
Voice Presenter – for ‘Olelo Language Classes only

The Hawaiian language ‘olelo courses have a voice presenter where you can record a practice ‘olelo exercise, listen to and respond to fellow learners. It’s like a Discussion Board or chat but you speak instead of type. Here’s how it works.

1. Click the Activities or Voice Presentation button on the course menu.

2. Click the blue underlined link for the Voice Presenter activity you are interested in.

3. The Voice Presenter window will open.
   Important – it may ask you to go thru a tech check and if so, do it. If you have problems click the Setup Wizard link below the Voice Presenter window and follow the steps. This is necessary only the first time you use it on that computer. If you see a message telling you to update your Java, click the link to do so. If it still doesn’t work, follow the directions at the end of this section.

3. To listen to a Voice Presenter posting:
   a. Click the desired post to select it.
   b. In the window that opens below click the Play button to listen to the recording.

   Important: if someone has replied to someone’s post it will appear UNDER the original recording in the list.
   The black triangle to the left of a post hides or reveals all the responses to a post. Click it to see what’s there.
4. Creating a new Voice Presentation posting:
   a. First make sure you are on the top level of the voice board and \textbf{not under} someone else’s post.
   b. Click the 	extbf{New} recording button at the top of the window.
   c. The Compose message window opens. Type a Subject for your recording. **BE SURE to add your name to the Subject so you will get credit for your posting.

3. Record your message.
   - Press 	extbf{Record} to start.
   - Press 	extbf{Pause} to stop temporarily. Press Pause again to continue recording.
   - Press 	extbf{Stop} to end.
   - Press 	extbf{Play} to playback and check your recording.

   The pauses disappear when your message is played back.

4. Redo your message if desired:
   - Press the 	extbf{Record} button.
   - A window opens asking you to confirm that you want to \textbf{override (overwrite)} your original recording. Click \textbf{Yes}.
   - Start recording again.
   - Press Stop when done.
5. To cancel, close the Compose window.
6. Post your message:
   - When done click the \textbf{Post} button. Once your post is submitted it cannot be removed.
   - Click the Back button to return to the previous page.
Troubleshooting the Voice Presenter:
Sometimes there is a problem with Java, a program that makes the Voice Presenter work.

If you see this window, click the Check for Updates link. Follow the directions for downloading and installing the latest version of Java.

If it still doesn’t work you can choose to temporarily disable it by clicking the round red button. Choose the first option, to Allow Once. Then when the update window opens choose Update Later. The Voice Presenter should then work. If it doesn’t contact ksd@ksbe.edu for help.

Tracking Your Progress

All assignments and grades are recorded on your gradesheet. To view it:

1. Click the My Grades button on the course menu, then My Grades.
2. Assignments that have been submitted but not graded will have a green and white exclamation mark “!”. Once graded there will be a score or a check.

Please note, it may take a few days for your kumu to review your assignment and give feedback, but if you don’t see it checked off please email your kumu to inquire about it. If you have technical difficulty with this feature please feel free to email your kumu or ksd@ksbe.edu to ask for help.

You don’t have to do all of the assignments in the course, but if you want to receive the incentive, make sure you complete at least the 3 or 4 required items – usually an introduction of yourself in the Discussion Board, a Ka Hua description of an activity you did or plan to do, the Course Evaluation, and perhaps a voice board recording for the ‘olelo courses. These assignments are listed in the Introduction unit of your course.